

---

**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe



## Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

---

**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## Vacancy Announcement

**Title:** Public Health Nurse

**Reports to:** Medical Director or Designee

**Location:** Yreka, CA

**Assigned Work Location:** Yreka, CA

**Supervises:** Licensed Vocational Nurses (LVNs), Community Health Representatives (CHR)

**Salary:** \$75,000 - \$120,000 per year/DOE

**Classification:** Full Time, Regular, Exempt, Non-Entry Level

**Summary:** The Public Health Nurse (PHN) plays a vital role in promoting the health and well-being of the local community, including Native American populations, through culturally responsive outreach, education, and home-based care. This position requires a valid Registered Nurse license and certification as a Public Health Nurse, or the ability to obtain PHN certification within two years of hire. The PHN will lead and collaborate on public health initiatives—dependent on available resources—while developing and managing a team of caregivers to deliver comprehensive home health services and individualized managed care plans. Key responsibilities include implementing health promotion and disease prevention programs in areas such as maternal and child health, immunizations, injury prevention, diabetes management, and Sexually Transmittable Infection (STI) prevention. The PHN will also coordinate the Special Diabetes Program for Indians (SDPI), ensure effective transportation services for clients, and oversee the development, revision, and enforcement of infection control protocols. Additionally, the role involves supporting grant writing efforts, participating in relevant committees, and ensuring all practices align with the standards of the Accreditation Association for Ambulatory Health Care (AAAHC).

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 7034 or ext. 2043, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

---

**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

---

## Position Description

<b>Title:</b>	Public Health Nurse
<b>Reports to:</b>	Medical Director or Designee
<b>Location:</b>	Yreka, CA
<b>Assigned Work Location:</b>	Yreka, CA
<b>Supervises:</b>	Licensed Vocational Nurses (LVNs), Community Health Representatives (CHR)
<b>Salary:</b>	\$75,000 - \$120,000 per year/DOE
<b>Classification:</b>	Full Time, Regular, Exempt, Non-Entry Level

**Summary:** The Public Health Nurse (PHN) plays a vital role in promoting the health and well-being of the local community, including Native American populations, through culturally responsive outreach, education, and home-based care. This position requires a valid Registered Nurse license and certification as a Public Health Nurse, or the ability to obtain PHN certification within two years of hire. The PHN will lead and collaborate on public health initiatives—dependent on available resources—while developing and managing a team of caregivers to deliver comprehensive home health services and individualized managed care plans. Key responsibilities include implementing health promotion and disease prevention programs in areas such as maternal and child health, immunizations, injury prevention, diabetes management, and Sexually Transmittable Infection (STI) prevention. The PHN will also coordinate the Special Diabetes Program for Indians (SDPI), ensure effective transportation services for clients, and oversee the development, revision, and enforcement of infection control protocols. Additionally, the role involves supporting grant writing efforts, participating in relevant committees, and ensuring all practices align with the standards of the Accreditation Association for Ambulatory Health Care (AAAHC).

**Responsibilities:**

1. Collaborate effectively with the healthcare team to deliver health promotion and disease prevention education, monitor patient health, ensure appropriate follow-up care, and address key public health priorities including maternal and child health, immunizations, injury prevention, diabetes management, STI prevention, and related community health concerns.
2. Deliver skilled nursing services with clinical competence, developing individualized care plans that support seamless coordination primary care providers, hospitals, and facilitate effective discharge planning.

3. Competently assist in coordinating with various departments to ensure compliance with Tribal, Indian Health Services (IHS), State, and AAAHC standards for infection surveillance, prevention, and control.
4. Serve patients through home visits, assessing patient and family needs, creating health care plans, delivering nursing services and treatments, and referring patients to community agencies for social and emotional support.
5. Support the community health care team by coordinating assessments, planning, and providing necessary health and related services; actively participate in case conferences with physicians, hospital staff, rehabilitation personnel, and representatives from other agencies.
6. Provides health information by instructing family in care and rehabilitation of patient; maintaining health and prevention of disease for family members; teaching home nursing, maternal and child care; providing instructions in other subjects related to individual and community welfare.
7. Safeguards health of children by participating in child health conferences, school health; providing group instruction for parents; conducting immunization programs.
8. Arranges convalescent and rehabilitative care of sick or injured persons by cooperating with families, community agencies, and medical personnel.
9. Improves quality results by studying, evaluating, and recommending changes in processes; implementing changes.
10. Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
11. Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
12. Documents actions by completing forms, reports, logs, and patient records.
13. Mitigate legal risks by adhering to legal requirements and maintaining patient confidentiality.
14. Stay current in public health knowledge by engaging in educational opportunities, reading professional literature, cultivating personal networks, and participating in professional organizations.
15. Enhances public health department and city reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
16. Collaborate effectively with local schools and Tribal Head Start programs to coordinate health promotion activities, including annual hearing and vision screenings and other educational initiatives as needed or requested.
17. Participate in or develop special outreach clinics that align with the organization's goals.

18. Provide supervision and training to outreach staff while ensuring accurate data entry into electronic medical records system.
19. Collect and analyze data on outreach activities monthly to evaluate staff productivity and report findings to the Health Board as necessary.
20. Provide nursing, outreach, and related healthcare services in a variety of community settings—including homes, schools, clinics, job sites, and other locations—throughout the Karuk Tribe's service area as part of routine public health duties.
21. Maintain consistent compliance with AAAHC standards and actively contribute to the Accreditation and Continuous Quality Improvement (ACQI) Committee to support continuous quality improvement efforts.
22. Is courteous in accepting other job duties as assigned.

**Qualifications:**

1. Minimum of 2 years of experience in public health nursing and infection control, preferred.
2. Must have or be able to obtain a Bachelor of Science in Nursing (BSN) and PHN certification within 2 years from hire. A Master's Degree in a related field preferred.
3. Demonstrates respect for and ability to engage with Native American communities in rural settings, honoring cultural traditions, values, and community strengths while providing inclusive and responsive care.
4. Exhibits the ability to manage time effectively while exhibiting strong organizational skills; maintains composure and efficiency in high-pressure situations.
5. Exceptional interpersonal skills, fostering and sustaining positive relationships with colleagues, clients, and community members.
6. Strong aptitude for following written and oral instructions, with well-developed communication skills that enhance interaction with diverse audiences.
7. Skilled in engaging with individuals and groups from culturally diverse backgrounds, promoting inclusivity and understanding.
8. Proficient in utilizing software applications including Excel, Microsoft Word, PowerPoint, and email, along with experience in database management and internet research.
9. Stays current with evidence-based best practice guidelines relevant to public health nursing, incorporating new knowledge into culturally appropriate care and community health strategies.

**Requirements:**

1. Must possess and maintain a valid California Registered Nursing License.

2. Must have or be able to obtain a Bachelor of Science in Nursing (BSN) and PHN certification within 2 years from hire. A Master's Degree preferred.
3. Current certification in Basic Life Support/Cardiopulmonary Resuscitation (BLS/CPR) is required or must be obtained within 6 months of accepting position.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must be willing to travel to communities in the service area surrounding Yreka, Happy Camp, and Orleans, CA.
6. Must possess managerial competence in several critical areas: (1) accomplish the quality and quantity of work expected while operating within set limits of cost and time; (2) ability to plan one's own work and effectively carry out assignments, either independently or as part of a team; (3) ability to analyze problems and work out effective solutions; (4) understanding and advancing towards organizational goals; (5) develop improvements or design new work methods and procedures; (6) Proficiency in developing and managing a departmental budget; (7) mentor staff and strengthen relationships through the shared pursuit of a common goals.
7. Must be available for out-of-area travel for job related training, continuing education units (CEUs), and to attend all required meetings.
8. Must provide documentation of immunity to measles, mumps, rubella, and hepatitis B, or be willing to receive vaccinations in accordance with National Centers for Disease Control (CDC) guidelines. An annual health examination and Tuberculosis (TB) screening are required.
9. Strict adherence to Confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies is mandatory.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approved:** May 12, 2025

**Employee's Signature:** \_\_\_\_\_

**\*\* Employee must sign position description annually, during their evaluation.**